

LITIGATION PARALEGAL

O'Neil, Cannon, Hollman, DeJong & Laing S.C., a mid-sized Milwaukee law firm, is seeking a talented and professional litigation paralegal with three or more years of Wisconsin legal experience in civil litigation. Qualified candidates must be highly organized and work well with minimal supervision. Candidates will need to demonstrate a basic understanding of the steps in civil litigation, the electronic filing process in different jurisdictions, the basic requirements for preparing and serving subpoenas, the process for responding to discovery requests, and the process for preparing exhibits for use at depositions and trials. The ideal candidate will be an efficient self-starter with a dependable work ethic, and proficient in Microsoft Office programs, law firm document management systems, document review platforms, and Adobe Pro. Some overtime may be needed in certain circumstances.

Responsibilities:

- Preparing and electronically filing documents with courts
- Preparing document productions, and managing and organizing documents in a document review platform
- Conducting research and investigating facts in various civil cases
- Drafting legal documents such as summonses and subpoenas
- Promptly responding to inquiries from supervising attorneys
- Organizing case files
- Assisting with training legal assistants
- Proofreading filings and correspondence
- Organizing and summarizing documents and information from clients and opposing parties

Minimal Qualifications:

- Strong attention to detail
- At least three years paralegal experience working with counsel on civil litigation matters
- Knowledge of civil procedure and general law firm procedures and protocols
- Bachelor's degree or equivalent
- Analytical, problem-solving, organizational, interpersonal, project management, and communication skills
- E-filing experience
- Ability to effectively and efficiently handle multiple projects ongoing at a time

We Offer:

- Comprehensive medical, dental, and vision plans
- Health savings account
- Long-term disability insurance, voluntary long-term care coverage
- Group term life insurance
- 401(k) plan
- PTO and holidays
- Assigned paid parking
- Competitive salary, based on experience

How To Apply:

O'Neil, Cannon, Hollman, DeJong & Laing S.C. is an equal-opportunity employer, and we value diversity. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. Qualified candidates should submit their cover letter and resumé to:

Sylvester Carmichael
 Project & Resource Manager
 E: sylvester.carmichael@wilaw.com

Submit your resume and cover letter

"*" indicates required fields

*

Name

First Last

Email*

Phone*

Message*

Resume Upload (PDF)

Accepted file types: pdf, Max. file size: 32 MB.

I have read the disclaimer

CAPTCHA

Email

This field is for validation purposes and should be left unchanged.

